

Maurita Johnson, Deputy Director**Authorized signature****Number:** CW-IM-12-011**Issue date:** 09/14/2012**Topic:** Foster Care**Subject:** Personal Care Services; Psychotropic Medication Review**Applies to (check all that apply):**

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|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County DD Program Managers     |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities       | <input type="checkbox"/> Health Services                |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify):        |

**Message:**

As many of you know, the Nurse Coordinator position in the Well Being Program is currently vacant. The position has been posted and can be located on the [Oregon jobs page](#), for persons interested in the position who currently hold a valid Oregon Nursing license.

**PERSONAL CARE**

In the interim, while the position is vacant, staff can continue to submit referrals for personal care assessments to the contract nurses through the branch personal care coordinators. When referrals are sent to the nurses, please include the child's OR-Kids case number and person number, current medical information, and attach the medical documentation verifying the child's diagnosis. The contract nurse needs the medical records in order to complete a thorough assessment.

Just as a reminder, a child's personal care services, DO NOT move with the child, as does the CANS screening, when a child changes placement. Each time a child receiving personal care services and moves to a new home, a new assessment must be completed. This is necessary as the nurse assesses the personal care needs of the child and the ability of the foster parent/relative caregiver to provide the personal care services.

When a child who has delegated nursing tasks moves to a new home, the assessment must occur the same day in order to ensure appropriate medical care for these children with complex medical needs. Please coordinate with the branch personal

care coordinators and the contract nurses to have timely assessments when a child moves.

Personal Care assessments received by the Well Being Program are reviewed/approved by Dr. Tina Kitchin, Medical Director for the Department during the time period in which the Nurse Coordinator position is vacant.

### **Psychotropic Medication Review**

If a caseworker has a request for a medical review of a psychotropic medication, the request for review can be submitted to Shelly Watts in Central Office with the attached request for consultation form. Dr. Ajit Jetmalani will review the child's record during his regular weekly consults with the Department.

To request a medication review, please submit the following:

1. Complete the **CF 173b, Psychotropic Medication Consultation Request, Review and Recommendations** form which is available on the forms server.
2. Prepare a cover email and send to [Shelly.Watts@state.or.us](mailto:Shelly.Watts@state.or.us) clearly stating in the cover email why you are requesting a consultation so the review can be directed toward answering your questions and concerns.
3. Attach any current evaluation or medication records with information related to your request for the review.

Please note that not all requests for consent for medication are reviewed by the consulting Child Psychiatrist. Only those cases in which you have concerns that have not otherwise been answered by the prescriber should be submitted for review and consultation.

Please review policy; I-E.3.3.1 Psychotropic Medication Management located at: [http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-e331.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e331.pdf)

We will update you when the Nurse Coordinator position is filled.

*If you have any questions about this information, contact:*

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